

(As of February 20, 2001)

Section 6-203. Powers, Duties and Functions --

The director of budget and fiscal services shall be the chief accounting officer of the city and shall:

- (a) Prepare bills for the collection of moneys due the city or authorize the preparation thereof by other executive agencies of the city government under the director's general supervision.
- (b) Collect and receive moneys due to or receivable by the city and issue receipts therefor or authorize other executive agencies to do so under conditions prescribed by the director of budget and fiscal services.
- (c) Keep accurate and complete account of receipts and disbursements.
- (d) Maintain the treasury and, with the approval of the mayor, deposit moneys belonging to the city in depositories authorized by law which fulfill all conditions prescribed for them by law.
- (e) Contract for services of independent contractors, purchase materials, supplies and equipment and permit disbursements to be made only pursuant to rules and regulations adopted under the terms of this charter.
- (f) Have the responsibility for issuing, selling, paying interest on and redeeming bonds of the city.
- (g) Prepare and issue warrants.
- (h) Prepare payrolls and pension rolls.
- (i) Be responsible for the management of city funds.
- (j) Sell real property upon which improvement assessments are not paid within the period prescribed and dispose of personal property not needed by any agency of the city, pursuant to policies established by the council.
- (k) Rent or lease city property, except property controlled by the board of water supply, and award concessions, pursuant to law and to policies established by the council.¹⁷
- (l) Prepare and maintain a perpetual inventory of all lands owned, leased, rented or controlled by the city.
- (m) Prepare and maintain a perpetual inventory of equipment owned or controlled by the city and materials and supplies in central city storerooms.
- (n) Review assessment rolls for assessable public improvements prior to approval by the council and issue bills therefor after such approval has been given.
- (o) Have custody of all official bonds, except the bond of the budget and fiscal services director, which shall be in the custody of the mayor.
- (p) Review the manner in which public funds are received and expended and report to the mayor on the integrity with which said funds are accounted for and on the

¹⁷The word "policy," as used in the charter to describe council powers means a determination much broader than an ad hoc command to take specific action with regard to a particular piece of property, and has reference to requirements set up by the council to serve and protect the public interest which are generally applicable to the leasing or renting of any city and county property, or the awarding of concessions thereon. City Council of the City and County of Honolulu v. Fasi, 52 Haw. 3, 467 P.2d 576 (1970).

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financial responsibility of officers and employees administering said funds.

(q) Provide information pertaining to the financial affairs of the city and make financial reports at least quarterly to the mayor and the council.

(r) Prepare the operating and capital program and budget and necessary budget ordinances and amendments or supplements thereto under the direction of the mayor.

(s) Review the operating and capital budget program schedules of each executive agency and make budgetary allotments for their accomplishments with the approval of the mayor.

(t) Review all executive agency requests for the creation of new positions.

(Reso. 83-357, 90-295 and 95-205; 1998 General Election Charter Amendment Question No. 2(V))